

2013-01-08

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**OPS-702-4 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT****1. INTRODUCTION****Scope**

- 1.1 These procedures outline the considerations, approval authorities and reporting requirements related to the of a human source.

**Definitions**

- 1.2 For definitions of specific terms used in procedures, refer to “Policy Glossary”.

**Temporary Authority**

- 1.3 Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

**Delegation of Authority**

- 1.4 Where identified in procedures, the term “or designate” denotes the option to delegate an authority to an assigned individual or position.

- 1.4.1 Notwithstanding any delegation of authority contained within these procedures, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via Human Sources and Operations Security (HSOS).

**2.****Process**

**3. CONTACT****4. HUMAN SOURCE**

- 4.1 The Source must include the following information in a Human

special considerations to be given to the human source including involvement or association with any Canadian Fundamental Institution (CFI). (If the human source's activities may impact upon a CFI, the appropriate approval received must be quoted, as per OPS-703, "Human Sources - Special Provisions"):

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the approvals requested including file transfer, financial approvals  
and those related to OPS-703, "Human Sources - Special Provisions"

## 5. HUMAN SOURCE

- 5.1 The Source must include the following information in a \_\_\_\_\_ for a \_\_\_\_\_ Human Source as applicable:

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**OPS-702-5 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT****1. INTRODUCTION****Scope**

- 1.1 These procedures outline the considerations, approval authorities and reporting requirements related to the of a human source.

**Definitions**

- 1.2 For definitions of specific terms used in procedures, refer to the "Policy Glossary".

**Temporary Authority**

- 1.3 Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

**Delegation of Authority**

- 1.4 Where identified in procedures, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.

- 1.4.1 Notwithstanding any delegation of authority contained within these procedures, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via Human Sources and Operations Security (HSOS).

**2.****Process**

- 2.1

- 2.2

2.3

2.4

2.5

**Reporting Requirements**

- 2.6 The applicable: must include the following captions and information in the as

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**OPS-702-5 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT****1. INTRODUCTION****Scope**

- 1.1 These procedures outline the considerations, approval authorities and reporting requirements related to the of a human source.

**Definitions**

- 1.2 For definitions of specific terms used in procedures, refer to "Glossary of Terms and Definitions".

**Temporary Authority**

- 1.3 Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

**Delegation of Authority**

- 1.4 Where identified in procedures, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.
- 1.4.1 Notwithstanding any delegation of authority contained within these procedures, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via Human Sources and Operations Security (HSOS).

**2.****Process****2.1**

New publication

2.2

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2.3

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### **Reporting Requirements**

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**OPS-702-5 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT****1. INTRODUCTION****Scope**

- 1.1 These procedures outline the considerations, approval authorities and reporting requirements related to the of a human source.

**2.****Process**

## 2.1

## 2.2

## 2.3

## 2.4

## 2.5

**Reporting Requirements**

- 2.6 The : must include the following captions and information in the as applicable:

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**OPS-702-6 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT****1. INTRODUCTION****Scope**

- 1.1 These procedures outline the considerations, approval authorities and reporting requirements related to the use of a human source.

**Definitions**

- 1.2 For definitions of specific terms used in procedures, refer to the "Policy Glossary".

**Temporary Authority**

- 1.3 Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

**Delegation of Authority**

- 1.4 Where identified in procedures, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.

- |       |   |
|-------|---|
| 1.4.1 | Notwithstanding any delegation of authority contained within these procedures, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via Human Sources and Operations Security (HSOS). |
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**2.**



### 3. PROCESS

### 4. APPROVAL AUTHORITIES

**5. REPORTING REQUIREMENTS****Request for Approval**

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**OPS-702-6 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT****1. INTRODUCTION****Scope**

- 1.1 These procedures outline the considerations, approval authorities and reporting requirements related to the use of a human source.

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#### 4. APPROVAL AUTHORITIES

#### 5. REPORTING REQUIREMENTS

##### Request for Approval

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**OPS-702-6 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT****1. INTRODUCTION****Scope**

- 1.1 These procedures outline the considerations, approval authorities and reporting requirements related to the use of a human source.

**Definitions**

- 1.2 For definitions of specific terms used in procedures, refer to "OPS - Glossary of Terms and Definitions".

**Temporary Authority**

- 1.3 Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

**Delegation of Authority**

- 1.4 Where identified in procedures, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.
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### 3. **PROCESS**

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4. **APPROVAL AUTHORITIES**

5. **REPORTING REQUIREMENTS**

**Request for Approval**

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**OPS-702-7 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT****1. INTRODUCTION****Scope**

- 1.1 These procedures outline of a human source.

**Definitions**

- 1.2 For definitions of specific terms used in procedures, refer to "Glossary of Terms and Definitions".

**Temporary Authority**

- 1.3 Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

**Delegation of Authority**

- 1.4 Where identified in procedures, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.
- 1.4.1 Notwithstanding any delegation of authority contained within these procedures, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via Human Sources and Operations Security (HSOS).

**2. REVIEWS**

- 2.1 Employees should be familiar with the provisions of section 9 of OPS-702, "Human Sources - Case Management" prior to conducting a review.

**3.****3.1**

For additional information or guidance on  
Human Sources refer to OPS-806.  
Human Sources.

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3.2

review the human source's  
- Sources - Compensation;

as per OPS-707-1, "Procedures Human

4.

4.1

4.2

For additional information or guidance on  
Human Sources refer to OPS-806.

Human Sources".

4.3

#### **Approval Authorities**

4.4

4.5

4.6

4.7

New publication

## OPS-702-7 Operations Policies and Procedures

Secret

2011-04-01

4.8

### Reporting Requirements

4.9

particularly the policies  
outlined in OPS-702, "Human Sources - Case Management" and OPS-707, "Human  
Sources - Compensation".

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**New publication**

2013-01-08

2013-01-08

## OPS-702-7 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT

## 1. INTRODUCTION

## Scope

- 1.1 These procedures outline of a human source.

## 2. REVIEWS

- 2.1 Employees should be familiar with the provisions of section 9 of OPS-702, "Human Sources - Case Management" prior to conducting a review.

## 3.

## 3.1

For additional information or guidance on Human Sources refer to OPS-806, "Human Sources".

review the human source's  
Human - Sources - Compensation;

as per OPS-707-1, "Procedures



4.

4.1

4.2

For additional information or guidance on  
Human Sources refer to OPS-806.

Human Sources".

4.3

#### Approval Authorities

4.4

4.5

4.6

4.7

4.8

#### Reporting Requirements

4.9

particularly the policies outlined in OPS-702, "Human Sources - Case Management" and OPS-707, "Human Sources - Compensation".

5.

5.1

#### Process

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5.6

**Approval Authorities**

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**OPS-702-8 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT - HUMAN SOURCE****1. INTRODUCTION****Objective**

- 1.1 The purpose of this procedure is to provide instructions for the creation of a human source

**Scope**

- 1.2 This procedure details human source and identifies the authorities responsible human source

**Authorities and References**

- 1.3 Canadian Security Intelligence Service (CSIS) Act

1.4

1.5

**Temporary Authority**

- 1.6 Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

**Delegation of Authority**

- 1.7 Where identified in procedures, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.
- 1.7.1 Notwithstanding any delegation of authority contained within these procedures, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via Human Sources and Operations Security (HSOS).

**2. HUMAN SOURCE**

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### 3. **RESPONSIBILITIES**

- 3.1 All employees tasked with the production of a human source must ensure they do so by maintaining ongoing consultations

#### **Headquarters Branch**

- 3.2 The Headquarters Branch preparing the human source is responsible for:

New publication



**Human Sources and Operations Security**

- 3.3 The Human Sources and Operations Security is responsible for:

appointed to work on a human source

3.4

**Human Sources and Operations Security**

- 3.5

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**Director General, Human Sources and Operations Security**

- 3.6 The Director General, Human Sources and Operations Security is responsible for:

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**4. MANAGEMENT REVIEW**

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5.

**HUMAN SOURCE**

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## OPS-703 APPENDIX 1 APPROVING AUTHORITIES - RECRUITMENT APPROACH

Type of recruitment approach	Level of Approval
	Regional Director General (RDG)
	Director (DIR)
	RDG
	DIR
	DIR
	RDG
	DIR
	RDG
	DIR
	DIR



**OPS-703 HUMAN SOURCES - SPECIAL PROVISIONS****1. INTRODUCTION****Objective**

- 1.1 The Service is committed to ensuring that special care is taken when dealing with members of Canadian Fundamental Institutions (CFI),
- 1.2 Special considerations are also required when a Service operation involves the recruitment of an individual

The objective of this policy is to provide direction for dealing with individuals requiring special consideration.

**Scope**

- 1.3 This policy, in conjunction with OPS-201, "Conduct of Operations - General", OPS-701, "Human Sources - Human Source Program" and OPS-702, "Human Sources - Case Management", describes the special provisions for the recruitment, use and remuneration of individuals, who by must be afforded special consideration.
- 1.4 This policy applies to all active human sources within the Service's human source inventory and every employee involved in human source operations.

**Policy Centre**

- 1.5 The Human Sources and Operations Security (HSOS) Branch is the policy centre for all matters regarding the Human Source Program. Within the HSOS Branch:

**Authorities**

- 1.6 The following authorities provide direction in this policy:

Canadian Security Intelligence Service (CSIS) Act

Ministerial Direction for Operations (2008 10 29)

DDO Directive - "Disclosure of Service Information" (2007 11 14)

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DDO Directive - "Disclosure of Service Information to the RCMP" (2010.01.13)

DDO Directive - "Matrix: OPS Policies and Procedures, DG Delegated Authority" (2008.08.25)

DDO Directive - "Matrix: Director's Delegation of Authority" (2008.09.30)

## Definitions

- 1.7 For definitions of specific terms used in this policy, refer to "Glossary of Terms and Definitions".

## Temporary Authority

- 1.8 Unless otherwise specified, when a specific position or title is mentioned in this policy, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

## Delegation of Authority

- 1.9 Where identified in policy, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.
- 1.9.1 Notwithstanding any delegation of authority contained within this policy, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via HSOS.

## 2. RESPONSIBILITIES

### Minister

- 2.1 The Minister is responsible for waiving the requirement to consult with the Deputy Head or Minister of the responsible government department/agency related to use of human sources in government

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## Director

- 2.2 The Director is responsible for consulting with the Minister
- 2.3 The Director is responsible for reviewing and providing direction on the use of a directed human source when the Service's operational activity may be integral to the role and functions of a post-secondary institution.
- 2.4 The Director is responsible for consulting with the Deputy Head of the responsible government department/agency:
- a) when a Canadian federal government employee is used as a directed human source

2.5

## Director General, Human Sources and Operations Security

- 2.6 The Director General, Human Sources and Operations Security (DG HSOS) is responsible for:
- providing advice, direction and assistance to Headquarters (HQ) Branches and Regions with regards to individuals or human sources worthy of special consideration; and
- briefing the appropriate Service Executives on all significant matters concerning human sources requiring special consideration.

## Headquarters Directors General

- 2.7 Headquarters Directors General (HQ DG) are responsible for liaising as required, in relation to the Human Source Program and in support of human source operations which involve individuals requiring special consideration.

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**Regional Directors General**

- 2.8 Regional Directors General (RDG) are responsible for providing advice, guidance and direction of human sources requiring special consideration.

**3. CANADIAN FUNDAMENTAL INSTITUTIONS****3.1 Members of a CFI include:**

members of post-secondary institutions;

Canadian federal government employees;

**Recruitment**

- 3.2 Special care is to be exercised in the recruitment of a human source and/or the involvement of a directed human source in operational activities which may impact, or appear to impact, on the integral role and functions of a CFI.
- 3.3 When considering whether a human source operation will have an impact on the integral role and functions of a CFI, a number of factors must be assessed.

the Service's investigative interests and the role and functions of the

CFI.

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3.4

3.5

For additional information on approval authorities and reporting requirements related to the recruitment and/or direction of a human source in a CFI, refer to section 3 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

### Remuneration

3.6

For additional information pertaining to remunerating a human source in a CFI, refer to section 3 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

## 4. HUMAN SOURCES IN GOVERNMENT

4.1 Although the Canadian federal government is a CFI, additional considerations are required when dealing with a human source in government

4.2 Canadian federal government employees when utilized as human sources, must be encouraged to respect their employer's policies and regulations governing their conduct.

### Recruitment

4.3 The same principles as identified in paragraphs 3.2 above apply when recruiting or directing a human source in government. For additional information and guidance on approval authorities and reporting requirements related to the recruitment and/or deployment of a human source in a government, refer to section 4 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

### Consultation Requirements

4.4

4.5



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- 4.6 When there is a need to waive the requirement for consultation with the responsible government department/agency appropriate approvals are required. For additional information and guidance on waiver of consultation for human sources in government, refer to section 4 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

## Remuneration

- 4.7 A human source in government

Refer to section 4 of

OPS-703-1, "Procedures - Human Sources - Special Provisions" for approval authorities pertaining to remunerating a human source in government.

## 5.

- 5.1 Prior to initiating contact with employees should read section 4 of OPS-201, "Conduct of Operations - General".

## Contact

### 5.2

### 5.3

For additional information and guidance on initiating contact refer to section 5 of OPS-703-1, "Procedures - Human Sources - Special Provision".

## Recruitment

### 5.4

the appropriate approvals must be obtained prior to making a recruitment approach.

### 5.5

For additional information and guidance on refer to section 5 of OPS-703-1, "Procedures -

recruiting  
Human Sources - Special Provisions".

## Remuneration

### 5.6

remunerating

For additional information and guidance on refer to section 5 of OPS-703-1, "Procedures -

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6.

6.1

information and guidance on recruitment approaches to a  
refer to section 6 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

For additional

7.

7.1

7.2

recruitment approaches

For additional information and guidance on making

refer to section 7 of OPS-703-1,"Procedures - Human Sources - Special Provisions".

8.

8.1

on the recruitment of

For additional information and guidance

refer to section 8 of OPS-703-1, "Procedures - HumanSources - Special Provisions".

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OPS-703

**HUMAN SOURCES - SPECIAL PROVISIONS****1. INTRODUCTION****Objective**

- 1.1 The Service is committed to ensuring that special care is taken when dealing with Canadian Fundamental Institutions (CFI),
- 1.2 Special considerations are also required when a Service operation involves the recruitment of an individual

The objective of this policy is to provide direction for dealing with individuals requiring special consideration.

**Scope**

- 1.3 This policy, in conjunction with OPS-201, "Conduct of Operations - General", OPS-701, "Human Sources - Human Source Program" and OPS-702, "Human Sources - Case Management", describes the special provisions for the recruitment, use and remuneration of individuals, who by must be afforded special consideration.
- 1.4 This policy applies to all active human sources within the Service's human source inventory and every employee involved in human source operations.

**Policy Centre**

- 1.5 The Human Sources and Operations Security (HSOS) Branch is the policy centre for all matters regarding the Human Source Program. Within the HSOS Branch:

**Authorities**

- 1.6 The following authorities provide direction in this policy:

Canadian Security Intelligence Service (CSIS) Act

Ministerial Direction for Operations (2008 10 29)

DDO Directive - "Disclosure of Service Information to the RCMP" (2010 01 13)



**Definitions**

- 1.7 For definitions of specific terms used in this policy, refer to "Policy Glossary".

**Temporary Authority**

- 1.8 Unless otherwise specified, when a specific position or title is mentioned in this policy, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

**Delegation of Authority**

- 1.9 Where identified in policy, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.

- 1.9.1 Notwithstanding any delegation of authority contained within this policy, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via HSOS.

**2. RESPONSIBILITIES****Minister**

- 2.1 The Minister is responsible for waiving the requirement to consult with the Deputy Head or Minister of the responsible government department/agency related to use of human sources in government

**Director**

- 2.2 The Director is responsible for consulting with the Minister

- 2.3 The Director is responsible for reviewing and providing direction on the use of a directed human source when the Service's operational activity may be integral to the role and functions of a post-secondary institution.

- 2.4 The Director is responsible for consulting with the Deputy Head of the responsible government department/agency:

when a Canadian federal government employee  
human source;

is used as a directed

2.5

**Director General, Human Sources and Operations Security**

2.6 The Director General, Human Sources and Operations Security (DG HSOS) is responsible for:

providing advice, direction and assistance to Headquarters (HQ) Branches and Regions with regards to individuals or human sources worthy of special consideration; and

briefing the appropriate Service Executives on all significant matters concerning human sources requiring special consideration.

**Headquarters Directors General**

2.7 Headquarters Directors General (HQ DG) are responsible for liaising as required, in relation to the Human Source Program and in support of human source operations which involve individuals requiring special consideration.

**Regional Directors General**

2.8 Regional Directors General (RDG) are responsible for providing advice, guidance and direction of human sources requiring special consideration.

**3. CANADIAN FUNDAMENTAL INSTITUTIONS**

3.1 Canadian Fundamental Institutions (CFI) includes post-secondary establishments. and Canadian federal government officials,

3.2 Special care is to be exercised in the recruitment of a human source or the involvement of a directed human source in operational activities which may impact, or appear to impact, on the integral role and functions of a CFI.

3.3

3.4

3.5

For additional information on approval authorities and reporting requirements related to the recruitment and/or direction of a human source in a CFI, refer to section 3 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

#### **Remuneration**

3.6

For additional information pertaining to remunerating a human source in a CFI, refer to section 3 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

### **4. HUMAN SOURCES IN GOVERNMENT**

4.1 Although the Canadian federal government is a CFI, additional considerations are required when dealing with a human source in government

4.2 Canadian federal government employees when utilized as human sources, must be encouraged to respect their employer's policies and regulations governing their conduct.

#### **Recruitment**

4.3 The same principles as identified in paragraphs 3.2 above apply when recruiting or directing a human source in government. For additional information and guidance on approval authorities and reporting requirements related to the recruitment and/or deployment of a human source in a government, refer to section 4 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

#### **Consultation Requirements**

4.4

4.5



- 4.6 When there is a need to waive the requirement for consultation with the responsible government department/agency, appropriate approvals are required. For additional information and guidance on waiver of consultation for human sources in government, refer to section 4 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

#### Remuneration

- 4.7 A human source in government  
Refer to section 4 of OPS-703-1, "Procedures - Human Sources - Special Provisions" for approval authorities pertaining to remunerating a human source in government.

#### 5.

- 5.1 Prior to initiating contact with employees should read section 4 of OPS-201, "Conduct of Operations - General".

#### Contact

#### 5.2

#### 5.3

For additional information and guidance on initiating contact with refer to section 5 of OPS-703-1, "Procedures - Human Sources - Special Provision".

#### Recruitment

#### 5.4

the appropriate approvals must be obtained prior to making a recruitment approach.

#### 5.5

For additional information and guidance on recruiting, refer to section 5 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

#### Remuneration

#### 5.6

remunerating  
For additional information and guidance on refer to section 5 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

#### 6.

#### 6.1

For additional information and guidance on recruitment approaches to a

For

refer to section 6 of OPS-703-1, "Procedures - Human Sources - Special

Provisions".

7.

recruitment approaches

"Procedures - Human Sources - Special Provisions".

For additional information and guidance, on making  
refer to section 7 of OPS-703-1,

8.

8.1

on the recruitment of

Sources - Special Provisions".

For additional information and guidance  
refer to section 8 of OPS-703-1, "Procedures - Human



**OPS-703 HUMAN SOURCES - SPECIAL PROVISIONS****1. INTRODUCTION****Objective**

- 1.1 The Service is committed to ensuring that special care is taken when dealing with Canadian Fundamental Institutions (CFI),
- 1.2 Special considerations are also required when a Service operation involves the recruitment of an individual

The objective of this policy is to provide direction for dealing with individuals requiring special consideration.

**Scope**

- 1.3 This policy, in conjunction with "Conduct of Operations", OPS-701, "Human Sources - Human Source Program" and OPS-702, "Human Sources - Case Management", describes the special provisions for the recruitment, use and remuneration of individuals, who by must be afforded special consideration.
- 1.4 This policy applies to all active human sources within the Service's human source inventory and every employee involved in human source operations.

**Policy Centre**

- 1.5 The Human Sources and Operations Security (HSOS) Branch is the policy centre for all matters regarding the Human Source Program. Within the HSOS Branch:

**Authorities**

- 1.6 The following authorities provide direction in this policy:

Canadian Security Intelligence Service (CSIS) Act

Ministerial Direction for Operations and Accountability (2015 07 15)

DDO Directive - "Disclosure of Service Information to the RCMP" (2010 01 13)

**Definitions**

- 1.7 For definitions of specific terms used in this policy, refer to "Policy Glossary".

**Temporary Authority**

- 1.8 Unless otherwise specified, when a specific position or title is mentioned in this policy, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

**Delegation of Authority**

- 1.9 Where identified in policy, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.

- 1.9.1 Notwithstanding any delegation of authority contained within this policy, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via HSOS.

**2. RESPONSIBILITIES****Minister**

- 2.1 The Minister is responsible for waiving the requirement to consult with the Deputy Head or Minister of the responsible government department/agency related to use of human sources in government,

**Director**

- 2.2 The Director is responsible for consulting with the Minister

- 2.3 The Director is responsible for reviewing and providing direction on the use of a directed human source when the Service's operational activity may be integral to the role and functions of a post-secondary institution.

- 2.4 The Director is responsible for consulting with the Deputy Head of the responsible government department/agency:

when a Canadian federal government employee  
directed human source:

is used as a

2.5

2.6

### **Director General, Human Sources and Operations Security**

2.7 The Director General, Human Sources and Operations Security (DG HSOS) is responsible for:

providing advice, direction and assistance to Headquarters (HQ) Branches and Regions  
with regards to individuals or human  
sources worthy of special consideration; and

briefing the appropriate Service Executives on all significant matters concerning human  
sources requiring special consideration.

2.8 the DG HSOS is responsible for waiving the requirement to consult  
with the Deputy Head of the responsible government department/agency when human sources in  
government

### **Headquarters Directors General**

2.9 Headquarters Directors General (HQ DG) are responsible for liaising  
as required, in relation to the Human Source Program and in  
support of human source operations which involve individuals requiring special consideration.

### **Regional Directors General**

2.10 Regional Directors General (RDG) are responsible for providing advice, guidance and direction  
of human  
sources requiring special consideration.



### 3. CANADIAN FUNDAMENTAL INSTITUTIONS

3.1 Canadian Fundamental Institutions (CFI) includes political, post-secondary and establishments.  
Canadian federal government officials.

3.2 Special care is to be exercised in the recruitment of a human source or the involvement of a directed human source in operational activities which may impact, or appear to impact, on the integral role and functions of a CFI.

3.3

3.4

3.5

For additional information on approval authorities and reporting requirements related to the recruitment and/or direction of a human source in a CFI, refer to section 3 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

#### Remuneration

3.6

For additional information pertaining to remunerating a human source in a CFI, refer to section 3 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

### 4. HUMAN SOURCES IN GOVERNMENT

4.1 As a CFI, additional considerations are required when dealing with a human source in the Canadian federal government, regardless of their employment status.

4.2 When utilized as human sources, Canadian federal government employees must be encouraged to respect their employer's policies and regulations governing their conduct.

#### Recruitment

4.3 The same principles as identified in paragraphs 3.2 above apply when recruiting or directing a human source in government. For additional information and guidance on approval authorities and reporting requirements related to the recruitment and/or deployment of a human source in a government, refer to section 4 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

**Consultation Requirements**

4.4

4.5

4.6

**Waiving Consultation**

- 4.7 When there is a need to waive the requirement for consultation with the responsible government department/agency, appropriate approvals are required. For additional information and guidance on waiver of consultation for human sources in government, refer to section 4 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

**Remuneration**

- 4.8 A human source in government
- Refer to section 4 of OPS-703-1, "Procedures - Human Sources - Special Provisions" for approval authorities pertaining to remuneration.

5.

- 5.1 Prior to initiating contact with employees should read section 5 of "Conduct of Operations".

**Contact**

5.2



5.3

For additional information and guidance on initiating contact with  
refer to section 5 of OPS-703-1, "Procedures - Human Sources - Special  
Provisions".

#### **Recruitment**

5.4

the appropriate approvals must be obtained prior to  
making a recruitment approach.

5.5

For additional information and  
guidance on recruiting  
refer to section 5 of OPS-703-1,  
"Procedures - Human Sources - Special Provisions".

#### **Remuneration**

5.6

For additional information and guidance on  
remunerating  
refer to section 5 of OPS-703-1, "Procedures -  
Human Sources - Special Provisions".

6.

6.1

For  
additional information and guidance on recruitment approaches to a  
refer to section 6 of OPS-703-1, "Procedures - Human Sources - Special  
Provisions".

7.

For additional information and guidance on making  
recruitment approaches  
refer to section 7 of OPS-703-1,  
"Procedures - Human Sources - Special Provisions".

8.

8.1

on the recruitment of  
Sources - Special Provisions".

For additional information and guidance  
refer to section 8 of OPS-703-1, "Procedures - Human

**OPS-703 HUMAN SOURCES - SPECIAL PROVISIONS****1. INTRODUCTION****Objective**

- 1.1 The Service is committed to ensuring that special care is taken when dealing with Canadian Fundamental Institutions (CFI),
- 1.2 Special considerations are also required when a Service operation involves the recruitment of an individual

The objective of this policy is to provide direction for dealing with individuals requiring special consideration.

**Scope**

- 1.3 This policy, in conjunction with OPS-201, "Conduct of Operations - General", OPS-701, "Human Sources - Human Source Program" and OPS-702, "Human Sources - Case Management", describes the special provisions for the recruitment, use and remuneration of individuals, who by must be afforded special consideration.
- 1.4 This policy applies to all active human sources within the Service's human source inventory and every employee involved in human source operations.

**Policy Centre**

- 1.5 The Human Sources and Operations Security (HSOS) Branch is the policy centre for all matters regarding the Human Source Program. Within the HSOS Branch:

**Authorities**

- 1.6 The following authorities provide direction in this policy:

Canadian Security Intelligence Service (CSIS) Act

Ministerial Direction for Operations (2008 10 29)

DDO Directive - "Disclosure of Service Information to the RCMP" (2010 01 13)



**Definitions**

- 1.7 For definitions of specific terms used in this policy, refer to "Policy Glossary."

**Temporary Authority**

- 1.8 Unless otherwise specified, when a specific position or title is mentioned in this policy, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

**Delegation of Authority**

- 1.9 Where identified in policy, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.

- 1.9.1 Notwithstanding any delegation of authority contained within this policy, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via HSOS.

**2. RESPONSIBILITIES****Minister**

- 2.1 The Minister is responsible for waiving the requirement to consult with the Deputy Head or Minister of the responsible government department/agency related to use of human sources in government

**Director**

- 2.2 The Director is responsible for consulting with the Minister

- 2.3 The Director is responsible for reviewing and providing direction on the use of a directed human source when the Service's operational activity may be integral to the role and functions of a post-secondary institution.

- 2.4 The Director is responsible for consulting with the Deputy Head of the responsible government department/agency:

when a Canadian federal government employee  
human source:

is used as a directed

2.5

**Director General, Human Sources and Operations Security**

2.6 The Director General, Human Sources and Operations Security (DG HSOS) is responsible for:

providing advice, direction and assistance to Headquarters (HQ) Branches and Regions with regards to individuals or human sources worthy of special consideration; and

briefing the appropriate Service Executives on all significant matters concerning human sources requiring special consideration.

**Headquarters Directors General**

2.7 Headquarters Directors General (HQ DG) are responsible for liaising as required, in relation to the Human Source Program and in support of human source operations which involve individuals requiring special consideration.

**Regional Directors General**

2.8 Regional Directors General (RDG) are responsible for providing advice, guidance and direction of human sources requiring special consideration.

**3. CANADIAN FUNDAMENTAL INSTITUTIONS**

3.1 Canadian Fundamental Institutions (CFI) includes post-secondary and establishments. Canadian federal government officials,

3.2 Special care is to be exercised in the recruitment of a human source or the involvement of a directed human source in operational activities which may impact, or appear to impact, on the integral role and functions of a CFI.

3.3

3.4



3.5

For additional information on approval authorities and reporting requirements related to the recruitment and/or direction of a human source in a CFI, refer to section 3 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

#### **Remuneration**

3.6

For additional information pertaining to remunerating a human source in a CFI, refer to section 3 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

### **4. HUMAN SOURCES IN GOVERNMENT**

4.1 Although the Canadian federal government is a CFI, additional considerations are required when dealing with a human source in government

4.2 Canadian federal government employees when utilized as human sources, must be encouraged to respect their employer's policies and regulations governing their conduct.

#### **Recruitment**

4.3 The same principles as identified in paragraphs 3.2 above apply when recruiting or directing a human source in government. For additional information and guidance on approval authorities and reporting requirements related to the recruitment and/or deployment of a human source in a government, refer to section 4 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

#### **Consultation Requirements**

4.4

4.5

- 4.6 When there is a need to waive the requirement for consultation with the responsible government department/agency, appropriate approvals are required. For additional information and guidance on waiver of consultation for human sources in government, refer to section 4 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

#### Remuneration

- 4.7 A human source in government  
Refer to section 4 of OPS-703-1, "Procedures - Human Sources - Special Provisions" for approval authorities pertaining to remunerating a human source in government.

#### 5.

- 5.1 Prior to initiating contact with employees should read section 4 of OPS-201, "Conduct of Operations - General".

#### Contact

#### 5.2

#### 5.3

For additional information and guidance on initiating contact with refer to section 5 of OPS-703-1, "Procedures - Human Sources - Special Provision".

#### Recruitment

#### 5.4

the appropriate approvals must be obtained prior to making a recruitment approach.

#### 5.5

For additional information and guidance on recruiting refer to section 5 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

#### Remuneration

#### 5.6

For additional information and guidance on remunerating Human Sources - Special Provisions". refer to section 5 of OPS-703-1, "Procedures -

#### 6.

#### 6.1

For

additional information and guidance on recruitment approaches to a  
refer to section 6 of OPS-703-1, "Procedures - Human Sources - Special  
Provisions".

7.

7.1

7.2

For additional information and guidance on making  
recruitment approaches refer to section 7 of OPS-703-1,  
"Procedures - Human Sources - Special Provisions".

7.3

8.

8.1

For additional information and guidance  
on the recruitment of Sources - Special Provisions". refer to section 8 of OPS-703-1, "Procedures - Human



2013-01-08

**OPS-703-1 PROCEDURES - HUMAN SOURCES - SPECIAL PROVISIONS****1. INTRODUCTION****Scope**

- 1.1 These procedures outline the approving authorities and reporting requirements related to the recruitment, use and/or remuneration of human sources requiring special consideration.

**2. SPECIAL PROVISIONS - APPROVING AUTHORITIES****Government**

- 2.1 The Director General (DG), Human Sources and Operations Security (HSOS), or the person designated for this purpose, approves the attempt to recruit,

- 2.2 The Regional Director General (RDG) approves the recruitment of a human source who is,

**3. CANADIAN FUNDAMENTAL INSTITUTIONS**

- 3.1 should be familiar with the provisions related to a Canadian Fundamental Institution (CFI) in section 3 of OPS-703, "Human Sources - Special Provisions" prior to recruiting or using a human source involved in a CFI.

**Process**

- 3.2 When a directed human source's operational activities on behalf of the Service involve a CFI,

- 3.3 is required to make an assessment as to whether the involvement of the directed human source on the behalf of the Service could impact, or appear to impact, on the integral role and functions of the CFI. should consider a number of factors in this assessment,

the Service's interests and the role and functions of the CFI.

- 3.4 must also consider if the operational use of the human source in relation to a CFI could cause adverse impact

#### Approving Authorities

3.5

- 3.6 the human source operation could impact or appear to impact the integral role and functions of the CFI, to seek the required approvals.

3.7

- 3.8 The DG HSOS, or designate, may approve the use of a directed human source whose activities impact on the integral role and functions of a CFI,

- 3.9 The Director approves the use of a directed human source when the Service's operational activities may be integral to the role and functions of a post-secondary institution

3.10

#### Reporting



- 3.11 To recruit a human source whose involvement in a CFI is related to activities on behalf of the Service, operational

Refer to OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation"

3.12

3.13

- 3.14 Any remuneration or provision with Compensation. to a human source should be in accordance and OPS-707, "Human Sources -

#### 4. HUMAN SOURCE IN GOVERNMENT

- 4.1 Prior to recruiting a human source who is employed by the GoC, should be familiar with the provisions of section 4 of OPS-703, "Human Sources - Special Provisions".

##### Process

- 4.2 The process for seeking approval to recruit or direct a human source in government is identical to the process for recruiting or directing a human source involved in a CFI, as specified in paragraphs 3.2 to above.

##### Approving Authorities

- 4.3 The approving authorities to recruit or use a human source in government are identical to those specified in paragraphs 3.8 through above.
- 4.4 The DG HSOS, or designate, approves the remuneration or provision to a human source in government

4.5

4.6

#### Reporting Requirements

4.7

**Consultation Requirements**

- 4.8 In addition to the required CFI approval, the Service must seek Deputy Head level consultation with the appropriate government department when the Service uses Canadian federal government employees as directed human sources when either of the conditions identified in paragraph 4.5 of OPS-703, "Human Sources - Special Provisions" apply.

- 4.9 when there is a need to waive the requirement for consultation due to the human source or operation,

**Waiver of Consultation - Approving Authority**

- 4.10 The Minister approves a request to waive the requirement to consult with the Deputy Head of the responsible government department/agency.

**Waiver of Consultation - Reporting Requirements**

4.11

5.

- 5.1 Prior to initiating contact with \_\_\_\_\_ should be familiar with the provisions of section 4 of OPS-201, "Conduct of Operations - General" and section 5 of OPS-703, "Human Sources - Special Provisions".
- 5.2
- 5.3
- 5.4 Once the appropriate approvals have been obtained for the recruitment of \_\_\_\_\_ conducts the \_\_\_\_\_ management of the human source in accordance with OPS-702, "Human Sources - Case Management".
- 5.5 Any remuneration or provision \_\_\_\_\_ to a human source should be in accordance with \_\_\_\_\_ OPS-707, "Human Sources - Compensation".

#### Approving Authorities

5.6

5.7

5.8

#### Reporting Requirements

5.9

Refer to OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation"

**6.**

- 6.1 Prior to initiating contact with or recruiting \_\_\_\_\_ should be familiar with the provisions of section 6 of OPS-703, "Human Sources - Special Provisions".

**Approving Authorities**

6.2

7.

- 7.1 should be familiar with the provisions of section 7 of OPS-703, "Human Sources - Special Provisions" prior to recruiting

**Approving Authorities**

8.

- 8.1 should be familiar with the provisions of section 8 of OPS-703, "Human Sources - Special Provisions" prior to recruiting



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**OPS-703-1 PROCEDURES - HUMAN SOURCES - SPECIAL PROVISIONS****1. INTRODUCTION****Scope**

- 1.1 These procedures outline the approving authorities and reporting requirements related to the recruitment, use and/or remuneration of human sources requiring special consideration.

**2. SPECIAL PROVISIONS - APPROVING AUTHORITIES****Government**

- 2.1 The Director General (DG), Human Sources and Operations Security (HSOS), or the person designated for this purpose, approves the attempt to recruit,

- 2.2 The Regional Director General (RDG) approves the recruitment of a human source who is,

**3. CANADIAN FUNDAMENTAL INSTITUTIONS**

- 3.1 should be familiar with the provisions related to a Canadian Fundamental Institution (CFI) in section 3 of OPS-703, "Human Sources - Special Provisions" prior to recruiting or using a human source involved in a CFI.

**Process**

- 3.2 When a directed human source's operational activities on behalf of the Service involve a CFI,

- 3.3 is required to make an assessment as to whether the involvement of the directed human source on the behalf of the Service could impact, or appear to impact, on the integral role and functions of the CFI. should consider a number of factors in this assessment,

the Service's interests and the role and functions of the CFI.

- 3.4 must also consider if the operational use of the human source in relation to a CFI could cause adverse impact

#### Approving Authorities

3.5

- 3.6 the human source operation could impact or appear to impact the integral role and functions of the CFI, to seek the required approvals.

3.7

- 3.8 The DG HSOS, or designate, may approve the use of a directed human source whose activities impact on the integral role and functions of a CFI,

- 3.9 The Director approves the use of a directed human source when the Service's operational activities may be integral to the role and functions of a post-secondary institution

3.10

#### Reporting

- 3.11 To recruit a human source whose involvement in a CFI is related to operational activities on behalf of the Service,

**Reporting**

- 3.11 To recruit a human source whose involvement in a CFI is related to operational activities on behalf of the Service,

Refer to OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation"

3.12

3.13

- 3.14 Any remuneration or provision to a human source should be in accordance with (CSIS Procedures) and OPS-707, "Human Sources - Compensation".

**4. HUMAN SOURCE IN GOVERNMENT**

- 4.1 Prior to recruiting a human source employed by the Canadian federal government regardless of their employment status, should be familiar with the provisions of section 4 of OPS-703, "Human Sources - Special Provisions".

**Process**

- 4.2 The process for seeking approval to recruit or direct a human source in government is identical to the process for recruiting or directing a human source involved in a CFI, as specified in paragraphs 3.2 to above.

**Approving Authorities**

- 4.3 The approving authorities to recruit or use a human source in government are identical to those specified in paragraphs 3.8 through above.
- 4.4 The DG HSOS, or designate, approves the remuneration or provision to a human source in government

4.5

4.6



**Consultation Requirements**

- 4.8 In addition to the required CFI approval, the Service must seek Deputy Head level consultation with the appropriate government department when the Service uses Canadian federal government employees as directed human sources when either of the conditions identified in paragraph 4.5 of OPS-703, "Human Sources - Special Provisions" apply.
- 4.9 when there is a need to waive the requirement for consultation due to the human source or operation,

**Waiver of Consultation - Approving Authority**

- 4.10 The Minister approves a request to waive the requirement to consult with the Deputy Head of the responsible government department/agency.

**Waiver of Consultation - Reporting Requirements**

- 4.11

- 5.
- 5.1 Prior to initiating contact with should be familiar with the provisions of section 4 of OPS-201, "Conduct of Operations - General" and section 5 of OPS-703, "Human Sources - Special Provisions".

5.2

5.3

5.4 Once the appropriate approvals have been obtained for the recruitment  
conducts the management of the human  
source in accordance with OPS-702, "Human Sources - Case Management".

5.5 Any remuneration or provision to a human source should be in accordance  
with and OPS-707, "Human Sources -  
Compensation".

#### Approving Authorities

5.6

5.7

5.8

#### Reporting Requirements

5.9

Refer to OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation

6.

6.1 Prior to initiating contact with or recruiting a  
should be familiar with the provisions of section 6 of OPS-703, "Human Sources -  
Special Provisions".

6.2

6.3 OPS-703 Appendix 1, "Approving Authorities for Recruitment Approaches  
offers a quick reference guide to the approving authorities.

**Approving Authority - Regional Director General**

6.4

**Approving Authority**

6.5

**Approving Authority - Director**

6.6

6.7

7.

7.1 Prior to initiating contact with or recruiting should be familiar with the provisions of section 7 of OPS-703, "Human Sources - Special Provisions".

7.2

7.3 OPS-703 Appendix 1, "Approving Authorities for Recruitment Approaches  
offers a quick reference guide to the approving authorities.

**Approving Authority - Regional Director General**

7.4

**Approving Authority**

7.5

**Approving Authority - Director**

7.6

8.

8.1 should be familiar with the provisions of section 8 of OPS-703, "Human Sources - Special Provisions" prior to recruiting

8.2

8.3

**Approving Authorities**

8.4 A for the recruitment of a is sent to the appropriate approving authority (see section 4 of OPS-702-3, "Procedures - Human Sources - Case Management - Source



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À L'INFORMATION

**OPS-703-1 PROCEDURES - HUMAN SOURCES - SPECIAL PROVISIONS****1. INTRODUCTION****Scope**

- 1.1 These procedures outline the approving authorities and reporting requirements related to the recruitment, use and/or remuneration of human sources requiring special consideration.

**2. SPECIAL PROVISIONS - APPROVING AUTHORITIES****Government**

- 2.1 The Director General (DG), Human Sources and Operations Security (HSOS), or the person designated for this purpose, approves the attempt to recruit,

- 2.2 The Regional Director General (RDG) approves the recruitment of a human source who is,

**3. CANADIAN FUNDAMENTAL INSTITUTIONS**

- 3.1 should be familiar with the provisions related to a Canadian Fundamental Institution (CFI) in section 3 of OPS-703, "Human Sources - Special Provisions" prior to recruiting or using a human source involved in a CFI.

**Process**

- 3.2 When a directed human source's operational activities on behalf of the Service involve a CFI,

2017-02-06

- 3.3 is required to make an assessment as to whether the involvement of the directed human source on the behalf of the Service could impact, or appear to impact, on the integral role and functions of the CFI. should consider a number of factors in this assessment,

the Service's interests and the role and functions of the CFI.

- 3.4 must also consider if the operational use of the human source in relation to a CFI could cause adverse impact

#### Approving Authorities

- 3.5
- 3.6 the human source operation could impact or appear to impact the integral role and functions of the CFI, to seek the required approvals.

3.7

- 3.8 The DG HSOS, or designate, may approve the use of a directed human source whose activities impact on the integral role and functions of a CFI,

- 3.9 The Director approves the use of a directed human source when the Service's operational activities may be integral to the role and functions of a post-secondary institution

3.10

**Reporting**

- 3.11 To recruit a human source whose involvement in a CFI is related to operational activities on behalf of the Service,

Refer to OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation"

3.12

3.13

- 3.14 Any remuneration or provision to a human source should be in accordance with (CSIS Procedures) and OPS-707, "Human Sources - Compensation".

**4. HUMAN SOURCE IN GOVERNMENT**

- 4.1 Prior to recruiting a human source employed by the Canadian federal government regardless of their employment status, should be familiar with the provisions of section 4 of OPS-703, "Human Sources - Special Provisions".

**Process**

- 4.2 The process for seeking approval to recruit or direct a human source in government is identical to the process for recruiting or directing a human source involved in a CFI, as specified in paragraphs 3.2 to above.

**Approving Authorities**

- 4.3 The approving authorities to recruit or use a human source in government are identical to those specified in paragraphs 3.8 through above.

- 4.4 The DG HSOS, or designate, approves the remuneration or provision to a human source in government

4.5

4.6



**Reporting Requirements**

4.7

**Consultation Requirements**

- 4.8 In addition to the required CFI approval, the Director must consult with the Deputy Head of the responsible government department/agency when the Service uses Canadian federal government employees, as directed human sources, when either of the conditions identified in paragraph OPS-703, "Human Sources - Special Provisions" apply.

4.9

4.10

**Waiver of Consultation**

- 4.11 due when there is a need to waive the requirement for consultation to the human source or operation or other relevant factors

**Waiver of Consultation - Approving Authority**

- 4.12 The Minister approves a request to waive the requirement to consult with the Deputy Head of the responsible government department/agency for human sources in government
- 4.13 DG HSOS approves the request to waive the requirement to consult with the Deputy Head of the responsible government department/agency for human sources in government

**Waiver of Consultation - Reporting Requirements**

4.14

5.

5.1 Prior to initiating contact with \_\_\_\_\_ should be familiar with the provisions of section 5 of "Conduct of Operations" and section 5 of OPS-703, "Human Sources - Special Provisions".

5.2

5.3

5.4 Once the appropriate approvals have been obtained for the recruitment of \_\_\_\_\_ conducts the \_\_\_\_\_ management of the human source in accordance with OPS-702, "Human Sources - Case Management".

5.5 Any remuneration or provision \_\_\_\_\_ to a human source should be in accordance with \_\_\_\_\_ (CSIS Procedures) and OPS-707, "Human Sources - Compensation".

**Approving Authorities**

5.6

5.7

5.8

**Reporting Requirements**

5.9

Refer to OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation"

6.

6.1 Prior to initiating contact with or recruiting a  
should be familiar with the provisions of section 6 of OPS-703, "Human Sources -  
Special Provisions".

6.2

6.3 OPS-703 Appendix 1, "Approving Authorities for Recruitment Approaches"  
offers a quick reference guide to the approving authorities.

**Approving Authority - Regional Director General**

6.4

**Approving Authority**

6.5

**Approving Authority - Director**

6.6

7.

- 7.1 Prior to initiating contact with or recruiting  
should be familiar with the provisions of section 7 of OPS-703,  
"Human Sources - Special Provisions".

7.2

- 7.3 OPS-703 Appendix 1, "Approving Authorities for Recruitment Approaches"  
offers a quick reference guide to the approving authorities.

**Approving Authority - Regional Director General**

7.4

**Approving Authority**

7.5

**Approving Authority - Director**

7.6



8.

8.1 should be familiar with the provisions of section 8 of OPS-703, "Human Sources - Special Provisions" prior to recruiting

8.2

8.3

#### Approving Authorities

8.4 A for the recruitment of a is sent to the appropriate approving authority (see section 4 of OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation")

**OPS-703-1 PROCEDURES - HUMAN SOURCES - SPECIAL PROVISIONS****1. INTRODUCTION****Scope**

- 1.1 These procedures outline the approval authorities and reporting requirements related to the recruitment approach, recruitment, use and/or remuneration of human sources requiring special consideration.

**Definitions**

- 1.2 For definitions of specific terms used in procedures, refer to "Glossary of Terms and Definitions".

**Temporary Authority**

- 1.3 Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

**Delegation of Authority**

- 1.4 Where identified in procedures, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.
- 1.4.1 Notwithstanding any delegation of authority contained within these procedures, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via Human Sources and Operations Security (HSOS).

**2. SPECIAL PROVISIONS - APPROVAL AUTHORITIES****Government**

- 2.1 The Director General, Human Sources and Operations Security (DG HSOS), or designate, approves the attempt to recruit,

- 2.2 The Regional Director General (RDG) approves the recruitment of a human source who is,

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**3. CANADIAN FUNDAMENTAL INSTITUTIONS**

- 3.1 should be familiar with the provisions related to a Canadian Fundamental Institution (CFI) in section 3 of OPS-703, "Human Sources - Special Provisions" prior to recruiting or using a human source involved in a CFI.

**Process**

- 3.2 Prior to seeking further approvals, must determine whether the recruitment or use of a human source involved in a CFI may be integral to the role and functions of the CFI as identified in paragraphs 3.3 to of OPS-703, "Human Sources - Special Provisions".

3.3

Refer to OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation"

3.4

3.5

- 3.6 Once the appropriate approvals have been obtained for the recruitment or use of a human source involved in a CFI, the should proceed with the recruitment, and management of the human source in accordance with OPS-702, "Human Sources - Case Management".

- 3.7 Any remuneration or provision with to a human source should be in accordance with OPS-707, "Human Sources - Compensation".

**Approval Authorities**

3.8

- 3.9 The RDG approves the use of a directed human source where the activities of the human source have no impact on the integral role and functions of the CFI and where there is no adverse impact on

New publication

- 3.10 The DG HSOS, or designate, may approve the use of a directed human source whose activities may impact on the integral role and functions of a CFI,
- 3.11 The Director approves the use of a directed human source when the Service's operational activities may be integral to the role and functions of a post-secondary institution

3.12

**Request for Approval**

3.13

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3.14

should be familiar with the provisions of OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation" and OPS-702-4, "Procedures - Human Sources - Case Management"

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# OPS-703-1 Operations Policies and Procedures

Secret  
2011-04-01

## 4. HUMAN SOURCE IN GOVERNMENT

- 4.1 Prior to recruiting a human source who is employed by the GoC, should be familiar with the provisions of section 4 of OPS-703, "Human Sources - Special Provisions".

### Process

- 4.2 The process for seeking approval to recruit or direct a human source in government is identical to the process for recruiting or directing a human source involved in a CFI, as specified in paragraphs 3.2 above.

### Approval Authorities

- 4.3 The approval authorities to recruit or use a human source in government are identical to those specified in paragraphs 3.8 through above.

- 4.4 The DG HSOS, or designate, approves the remuneration or provision to a human source in government

4.5

4.6

### Reporting Requirements

4.7

### Consultation Requirements

- 4.8 In addition to the required CFI approval, the Service must seek Deputy Head level consultation with the appropriate government department when the Service uses Canadian federal government employees as directed human sources when either of the conditions identified in paragraph 4.5 of OPS-703, "Human Sources - Special Provisions" apply.

4.9

### Waiver of Consultation - Approval Authority

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- 4.10 The Minister approves a request to waive the requirement to consult with the Deputy Head of the responsible government department/agency.

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**Waiver of Consultation - Reporting Requirements**

4.11

5.

5.1 Prior to initiating contact with \_\_\_\_\_ should be familiar with the provisions of section 4 of OPS-201, "Conduct of Operations - General" and section 5 of OPS-703, "Human Sources - Special Provisions".

5.2

5.3

5.4 Once the appropriate approvals have been obtained for the recruitment of \_\_\_\_\_ conducts the \_\_\_\_\_ management of the human source in accordance with OPS-702, "Human Sources - Case Management".

5.5 Any remuneration or provision \_\_\_\_\_ to a human source should be in accordance with \_\_\_\_\_ OPS-707, "Human Sources - Compensation".

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**Approval Authorities**

5.6

5.7

5.8

**Reporting Requirements**

5.9

Refer to OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation".

6.

6.1 Prior to initiating contact with or recruiting  
should be familiar with the provisions of section 6 of OPS-703, "Human Sources -  
Special Provisions".**Approval Authorities**

6.2

6.3

7.

7.1 should be familiar with the provisions of section 7 of OPS-703, "Human Sources -  
Special Provisions" prior to recruiting an**Approval Authorities**

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8.

8.1 should be familiar with the provisions of section 8 of OPS-703, "Human Sources - Special Provisions" prior to recruiting

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10

**OPS-704 HUMAN SOURCES - CONDUCT****1. INTRODUCTION****Objective**

- 1.1 One of the principles of the Human Source Program is that the conduct of human sources reflects on the Service and the Government of Canada (GoC). The Service is committed to ensuring that human sources conduct themselves in a manner that respects Canadian laws, Service policies and the rights of others. The objective of this policy is to provide employees with direction on the conduct of all human sources who carry out tasks on behalf of the Service.

**Scope**

- 1.2 This policy, in conjunction with OPS-201, "Conduct of Operations - General", OPS-701, "Human Sources - Human Source Program" and OPS-702, "Human Sources - Case Management", outlines the principles and standards pertaining to the expectations and limitations related to human sources' conduct.
- 1.3 This policy applies to all active human sources within the Service's human source inventory and to every employee involved in human source operations.

**Policy Centre**

- 1.4 The Human Sources and Operations Security (HSOS) Branch is the policy centre for all matters regarding the Human Source Program. Within the HSOS Branch:

**Authorities**

- 1.5 The following authorities provide direction in this policy:

Canadian Security Intelligence Service (CSIS) Act

Criminal Code of Canada (CCC)

Ministerial Direction for Operations (2008 10 29)

Ministerial Direction on Information Sharing with Foreign Agencies (2009 05 14)

DDO Directive - "Disclosure of Service Information" (2007 11 14)

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Secret

2011-04-01

DDO Directive - "Disclosure of Service Information to the RCMP" (2010.01.13)

## Definitions

- 1.6 For definitions of specific terms used in this policy, refer to "Glossary of Terms and Definitions".

## Temporary Authority

- 1.7 Unless otherwise specified, when a specific position or title is mentioned in this policy, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

## Delegation of Authority

- 1.8 Where identified in policy, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.
- 1.8.1 Notwithstanding any delegation of authority contained within this policy, any issue that is likely to cause embarrassment or controversy for the GoC overrides the delegated authority and must be immediately reported to the appropriate Service Executives via HSOS.

## 2. RESPONSIBILITIES

### Director

- 2.1 The Director is responsible for the overall management of matters pertaining to the conduct of a human source.

2.2

2.3

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2011-04-01

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# OPS-704 Operations Policies and Procedures

Secret

2011-04-01

## Director General, Human Sources and Operations Security

- 2.4 The Director General, Human Sources and Operations Security (DG HSOS) is responsible for:

briefing the appropriate Service Executives and Headquarters Directors General (HQ DG) on all significant matters concerning the conduct of a human source

providing advice, direction and support to Headquarters (HQ) Branches and Regions pertaining to the conduct of a human source, including situations that do not have a significant adverse impact

## Regional Directors General

- 2.5 Regional Directors General (RDG) are responsible for briefing the DG HSOS on all matters concerning the conduct of a human source.
- 2.6 RDGs are responsible for managing all contacts with a human source.

## 3. CONDUCT

- 3.1 In pursuit of the Service's activities, a human source will carry out his/her tasks on behalf of the Service and will conduct himself/herself in a manner which does not have adverse impact.

- 3.2 In addition to 3.1 above, human source to not conduct such as: a directed

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# OPS-704 Operations Policies and Procedures

Secret  
2011-04-01

acting in a manner that may result in damage to the Service's reputation

additional information on conduct, refer to section 2 of  
OPS-704-1, "Procedures - Human Sources - Conduct"

For

4.

4.1 A human source must activities which may have adverse impact as identified in  
paragraph 2.2 of OPS-701, "Human Sources - Human Source Program".

4.2

Refer to section 3 of OPS-704-1, "Procedures - Human Sources - Conduct"

## Assessment

4.3

information or guidance on For additional  
Sources - Conduct refer to section 3 of OPS-704-1, "Procedures - Human

5.

5.1

information and guidance on the  
"Procedures - Human Sources - Conduct"

For additional  
refer to section 4 of OPS-704-1,

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OPS-704 **Operations Policies and Procedures**

Secret

2011-04-01

6.

6.1

information and guidance on the

section 5 of OPS-704-1, "Procedures - Human Sources - ConductCase Management".

human source

For additional  
refer to  
andrefer to section 11 of OPS-702, "Human Sources -

7.

**Contact**

7.1

**Contact**

7.2

For additional information and guidance on  
OPS-704-1, "Procedures - Human Sources - Conductcontact, refer to section 6 of**Human Sources**

7.3

additional information and guidance on  
OPS-704-1, "Procedures - Human Sources - Conducthuman source, refer to section 7 of

For

7.4

7.5

**Canadian Security Intelligence Service Act**

7.6

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# OPS-704 Operations Policies and Procedures

Secret

2011-04-01

7.7

7.8

For additional information

and guidance on  
Conduct

refer to section 8 of OPS-704-1, "Human Sources -

8.

8.1

For additional information and guidance on

refer to section 9 of OPS-704-1, "Procedures - Human Sources - Conduct

2013-01-08

**OPS-704-1 PROCEDURES - HUMAN SOURCES - CONDUCT****1. INTRODUCTION****Scope**

- 1.1 These procedures outline the approval authorities and reporting requirements related to the conduct of human sources

**2. CONDUCT**

- 2.1 inform all human sources of the expectations for their conduct in pursuit of the Service's activities.

- 2.2 instruct all directed human sources activities or conduct as identified in section 3 of OPS-704, "Human Sources - Conduct"

**Reporting Requirements**

- 2.3

Refer to OPS-702-5, "Procedures - Human Sources - Case Management"

**3.**

- 3.1 should be familiar with the provisions of section 4 of OPS-704, "Human Sources - Conduct" regarding human source

- 3.2 instructs a directed human source conduct as specified in section 3 of OPS-704, "Human Sources - Conduct"

**Process**

2013-01-08

**OPS-704-1 PROCEDURES - HUMAN SOURCES - CONDUCT****1. INTRODUCTION****Scope**

- 1.1 These procedures outline the approval authorities and reporting requirements related to the conduct of human sources

**2. CONDUCT**

- 2.1 inform all human sources of the expectations for their conduct in pursuit of the Service's activities.

- 2.2 instruct all directed human sources activities or conduct as identified in section 3 of OPS-704, "Human Sources - Conduct"

**Reporting Requirements**

- 2.3

Refer to OPS-702-5, "Procedures - Human Sources - Case Management"

**3.**

- 3.1 should be familiar with the provisions of section 4 of OPS-704, "Human Sources - Conduct" regarding human source

- 3.2 instructs a directed human source conduct as specified in section 3 of OPS-704, "Human Sources - Conduct"

**Process**



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A summary will be included in the

Director's Annual Report to the Minister.

4.

- 4.1 should be familiar with the provisions of section 5 of OPS-704, "Human Sources  
- Conduct regarding the

4.2

4.3

#### Process

4.4

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#### Approval Authorities

4.7

4.8

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#### Reporting Requirements

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5.1

- Conduct

should be familiar with the provisions of section 6 of OPS-704, "Human Sources regarding the

**Process**

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5.3

5.4

**Approval Authorities**

5.5

5.6

5.7

5.8

**Reporting Requirements**

5.9

## 6. CONTACT

- 6.1 - Conduct should be familiar with the provisions of OPS-704, "Human Sources  
regarding contact.

### Approval Authorities

6.2

### Reporting Requirements

6.3

6.4

## 7. HUMAN SOURCES

- 7.1 Employees should be familiar with the provisions of OPS-704, "Human Sources -  
Conduct regarding human sources.

### Process

7.2

Refer to OPS-702-5, "Procedures -

### Human Sources - Case Management

7.3

7.4

### Approval Authorities

- 7.5 The DG HSOS, or designate, approves the



**Reporting Requirements**

7.6

8.

8.1 should be familiar with the provisions of OPS-704, "Human Sources**- Conduct****Reporting Requirements**

8.2

Refer to OPS-702-5, "Procedures - Human Sources - Case Management

9.

9.1 should be familiar with the provisions of OPS-704, "Human Sources**- Conduct**

regarding

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**OPS-704-1 PROCEDURES - HUMAN SOURCES - CONDUCT****1. INTRODUCTION****Scope**

- 1.1 These procedures outline the approval authorities and reporting requirements related to the conduct of human sources.

**Definitions**

- 1.2 For definitions of specific terms used in procedures, refer to "Glossary of Terms and Definitions".

**Temporary Authority**

- 1.3 Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

**Delegation of Authority**

- 1.4 Where identified in procedures, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.
- 1.4.1 Notwithstanding any delegation of authority contained within these procedures, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via Human Sources and Operations Security (HSOS).

**2. CONDUCT**

- 2.1 must inform all human sources of the expectations for their conduct in pursuit of the Service's activities.
- 2.2 must instruct all directed human sources conduct as identified in section 3 of OPS-704, "Human Sources - Conduct"

**Reporting Requirements**

2.3

Refer to OPS-702-5, "Procedures - Human Sources - Case Management"

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OPS-704-1 **Operations Policies and Procedures**Secret  
2011-04-01

3.

3.1

Conductshould be familiar with the provisions of section 4 of OPS-704, "Human Sources -  
regarding human source

3.2

instructs a directed human source

conduct as specified in

section 3 of OPS-704, "Human Sources - Conduct**Process**

3.3

3.4

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New publication



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### **Reporting Requirements**

3.11

3.12

A summary will be included in the

Director's Annual Report to the Minister.

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Conduct

should be familiar with the provisions of section 5 of OPS-704, "Human Sources -  
regarding

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### **Process**

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**Approval Authorities**

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### **Reporting Requirements**

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### **Approval Authorities**

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### Reporting Requirements

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6.

### CONTACT

6.1

Conduct : should be familiar with the provisions of OPS-704, "Human Sources -  
regarding contact.

### Approval Authorities

### Reporting Requirements

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7. **HUMAN SOURCES**

7.1 Employees should be familiar with the provisions of : OPS-704, "Human Sources -  
Conduct regarding human sources.

**Process**

7.2 Refer to OPS-702-5, "Procedures -  
Human Sources - Case Management -

7.3

7.4

**Approval Authorities**

7.5 The DG HSOS, or designate, approves the :

**Reporting Requirements**

8.

8.1 should be familiar with the provisions of : OPS-704, "Human Sources -  
Conduct regarding ,

**Reporting Requirements**

8.2

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8.2.1 Refer to OPS-702-5, "Procedures - Human Sources - Case Management"

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Secret

2011-04-01

9.

9.1

Conduct

should be familiar with the provisions of  
regarding

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